

Kalamazoo Concert Band
Membership Policy

Board Approved: May 20, 2019

Mission Statement

The mission of the Kalamazoo Concert Band (KCB) is twofold: (1), to provide a legitimate artistic expression of symphonic band music for the greater Kalamazoo community, which will enrich the cultural environment of its residents, and (2), to provide competent area musicians with an opportunity to continue in the performance of their instruments.

Membership

- Membership in the KCB is open to any adult competent musician.
- The current season's membership roster is drafted based on the previous season's roster of paid members. Notification of annual membership renewal will be to the people on said roster. The current season's membership roster will be confirmed upon payment of dues.
- Members are required to complete and submit registration materials annually per concert season in a process and by a deadline dictated by the board of directors.
- Members are required to pay dues annually per concert season in an amount and by a deadline dictated by the board of directors.
- Lapsed members are defined as members who have missed one or more previous seasons or did not register for the current season. Lapsed members wishing to re-join the KCB will be re-admitted and placed within a section at the discretion of the Conductor and possibly after an audition with one or more of the following: Conductor, Assistant Conductor, section leader. Members are added according to section need and proper instrumental balance.
 - If re-admitted, members must register and pay dues as outlined above.
- New members are defined as those wishing to join the KCB who have not previously been members. New members will be admitted and placed within a section at the discretion of the Conductor and possibly after an audition with one or more of the following: Conductor, Assistant Conductor, section leader. Members are added according to section need and proper instrumental balance.
 - If admitted, members must register and pay dues as outlined above.
- Member names and instrumentation will be used to build section attendance sheets, printed in concert programs, and used in other media such as the KCB website. Member names and addresses will be used for mailed communications and possibly shared with businesses contracted for said mailings. Member email addresses will be used to disseminate communications from the board of directors and possibly contracted staff. Personal information will not be shared outside of the KCB organization.

Member Commitment

- Commitment is essential to planning the music program, preparing music folders, and rehearsal and concert set up.
- Commitment to attending rehearsals is essential to good performance outcomes.
- Commitment is considering the KBC's season's schedule and whether participating in other organizations will compromise ability to participate with the KCB.
- Members will be asked to indicate their commitment per concert season as part of the annual membership renewal process.

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Attendance

- It is assumed that members will attend all rehearsals unless they notify otherwise.
- Section leaders are responsible for taking attendance at each rehearsal, noting planned absences as notified by members, and alerting the Librarian and Set-up Person about absences affecting their areas.
- Members should alert their section leaders of all planned absences well in advance.
- Members should contact their section leaders as soon as possible for an unplanned absence.
- Members missing more than two rehearsals per concert cycle might be asked, at the Conductor's discretion, to skip that concert cycle.
- Attendance at the dress rehearsal is mandatory unless excused at the Conductor's discretion.
- Cancellation of rehearsals or concerts will be decided by the conductor and/or the board of directors as early as possible on the day of and will be communicated by email and/or phone and/or television alerts and/or social media.

Rehearsal Protocol

During rehearsals, members will:

- Be attentive and courteous toward the conductor and fellow members.
- Refrain from conversations that do not pertain to the rehearsal or music at hand.
- Stop playing as quickly as indicated by the conductor.
- Listen carefully to the conductor's instructions.
- Perfume and cologne are discouraged. Attention to personal hygiene is a must.

Music Protocol

Members will be good stewards of the printed performance music and music folders as follows:

- Only pencil will be used to make notes on any music, including originals and copies.
- For rented or borrowed charts, ability to mark in pencil will be determined and announced at time of use.
- All music, including music belonging to the KCB and rented and borrowed charts, will be returned in the good condition in which it was received.
- The librarian will instruct the members as to the disposition of music at the end of a given concert cycle.
- Any members sharing folders are responsible for ensuring that their folder is at every rehearsal and concert.

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Concert Protocol

- Concert dress for the regular season is: black tuxedo/suit with white shirt and black bow tie or long black dress/skirt/dress pants with black shirt, black hose/socks, black shoes, minimal jewelry.
- Concert dress for summer concerts is likely to be less formal, is at the discretion of the conductor, and will be announced at the first summer rehearsal.
- Concert dress for special themed concerts or other events will be determined by the board of directors and communicated early in the rehearsal season.
- Perfume and cologne are discouraged. Attention to personal hygiene is a must.
- Call time is one half hour prior to the concert start time unless otherwise directed.
- Members arriving after the start of the concert must wait in the wings and will be seated at the discretion of the Conductor.
- Only items essential to the performance are allowed on stage including music (electronic as appropriate) and folders, instrument stands, mutes, and reeds. Other items such as tuners and water are at the discretion of the Conductor. Prohibited items include purses and music cases.

Supplements to this Policy

This document serves as the standard policy.

Annual information concerning music, member registration, dues, rehearsal and concert details, rosters, and other dynamic information will be conveyed to members in supplemental form as needed.